

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter III</p> <p style="text-align: center;">Filing Procedures</p>
	<p style="text-align: center;">Section 18</p> <p style="text-align: center;">Transfer/Assignment of Claims</p>

When filing a Transfer of Claim, the following information is required:

- ✓ **Claim number**
- ✓ **Amount being transferred**
- ✓ **Names of transferee and transferor**
- ✓ **Type of transfer pursuant to Bankruptcy Rule 3001(e).**

Use this procedure only if a claim is already filed with the clerk. If not, file a new claim in the name of the transferee and include the transfer documentation in the PDF image. At the end of this procedure, a sample Claims Register is provided reflecting how a transferred claim will appear on this report.

STEP 1 Click **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display.

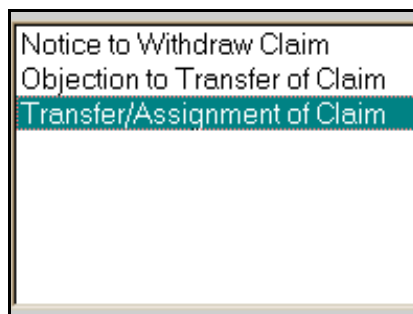
- ◆ Click **Claim Actions**.

STEP 3 The **Case Number** screen will display.

- ◆ Enter the complete case number. Click **Next**.
- ◆ Verify the identity of the case. Click **Next**. If the case number is incorrect, use the browser's back button to return to the prior screen.

STEP 4 A **Document Selection** screen will display.

- ◆ Click **Transfer/Assignment of Claim**, or press "t", to highlight and select this document being filed. Click **Next**.



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- STEP 5 The identity of the case will remain displayed at the top of the screen.
- ◆ Click the check box if this is a joint filing with other attorney(s). Click **Next**.
- STEP 6 The **Select the Party** screen will display.
- ◆ Click on the drop down list to scroll the **Select the Party** box to locate the party filer (e.g., debtor, joint debtor, trustee or creditor).
- ◆ Click to highlight and select the party for which the document is filed.
NOTE - If you wish to select more than one party, such as the debtor and joint debtor, hold the “**Ctrl**” key down and click to highlight the remaining party. Click **Next** if the party is already in the case.
- ◆ If the party is not already in the case, then they must be added. However, you **must** search to determine if they already exist in the court's database. Click **Add/Create New Party** to add a new party to the case.

Searching for a party - Search by either entering the social security number, tax id number, last name of party, or company name of party. **NOTE** - *All parties are matched to the same database, including debtors, joint debtors, plaintiffs, defendants, and aka's of party names (some will appear without an address and/or redacted social security or tax id number).*

Search Hints:

- name searches are NOT case sensitive
- include correct punctuation, e.g., “O’Brien”, “McDonald” or “555-66-7777”
- partial name entries will yield a greater match probability, e.g., “McD” would include “McDonald” and “McDaniels”
- try alternative search clues if your first search was not successful

For our example, if “ACME Asset” is entered, the following selection might appear in Party Search Results. Click on the closest matching name and a pop-up screen will appear to verify their address. Repeat if needed. Not all parties will contain the complete name, address, social security number or tax id number. For this example, the information in the pop-up screen matches the

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party filer so click **Select Name from List**. If it didn't, we would have clicked on **Create New Party**.

The **Party Information** screen will display. Enter or change fields as needed. For our Transfer of Claim, the party was not in the case, but they are in the court's database. Select them, then click on **Submit** (see below).

CRITICAL ISSUE - YOU MUST CHANGE THE ROLE TYPE TO "CREDITOR."

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Some important Style Guide content is listed below to illustrate data entry standards.

- Name fields must match the petition (do not abbreviate unless name appears on petition this way; e.g., "ABC Corporation" should not be entered as "ABC Corp"). Use correct punctuation.
- Enter Generation as applicable; e.g., Jr., Sr., III, etc.
- Enter Title as applicable; e.g., MD, PhD, etc.
- The Office field may be used to indicate the office name of a business debtor (this field is used infrequently)
- 3 address lines are available and must match the debtor's mailing address (may be different from the debtor's street address)
- The County is the county of the debtor's street address, not the mailing address
***HINT** - Type the first letter of the county one or more times for a faster search.*
- Do not enter the Country unless the country of the debtor's residence is not the United States.

STEP 7 After selecting, modifying, or creating the party in the case, their name will be highlighted in the Select the Party screen. Click **Next**.

STEP 8 Click on the check box to establish a link between the creditor and yourself, if needed. Click **Next**.

STEP 9 Identify the Transfer Type clicking the corresponding radio button. Enter the names of the parties, claim number, and amount of claim being transferred.

Transfer Type <input type="radio"/> 3001 (e) 1 <input checked="" type="radio"/> 3001 (e) 2 <input type="radio"/> 3001 (e) 3 <input type="radio"/> 3001 (e) 4			
Transferred To:	<input type="text" value="ACME Asset Collection Agency"/>		
Transferred From:	<input type="text" value="BankOne"/>		
Claim Number:	<input type="text" value="7"/>	Amount: \$	<input type="text" value="5000.00"/>

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- ◆ Multiple transfers may be entered for each same Transfer Type. Click **Next**.

STEP 10 The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.
NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7, "*Attachments to Documents*" for instructions on how to file attachments.

STEP 11 Enter information about the claim being transferred. For **Status**, click on the drop down list and select "Transferred." Click **Next**.

- ◆ If the claim number does not exist, the system will prompt, "Error! The claim number does not exist." and the user must either click **Back** to enter correct information or terminate this event.

STEP 12 **Docket Text: Modify as Appropriate** - The entries selected will appear. There is also a blank text field to add any additional description, however it is not generally needed. Our example does not need a prefix so click **Next**.

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- STEP 13 Docket Text: Final Text** - This is the screen which commits the transaction. Use the browser's back button to return to prior screens if any correction is needed. Click **Next**.

Docket Text: Final Text

Transfer/Assignment of Claim Transfer Agreement 3001 (e) 2
Transferors: BankOne(Claim No.7, Amount 5000.00) To ACME Asset Collection
Agency Filed by ACME Asset Collection Agency. (Cradic, Cam)

Attention!! Submitting this screen commits this transaction. You will have NO further opportunity to modify this submission if you continue.

- STEP 14 Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the assignment has been filed electronically.
- ◆ The NEF will be served upon all case participants authorized to receive electronic service. This notice may be printed and/or saved using the browser's menu bar options.
 - ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.

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ADDITIONAL INFORMATION ABOUT THE CLAIMS REGISTER:

The following is how a transferred claim will appear on the Claims Register report. In this example, the successful entry of the Transfer of Claim is indicated in the upper right field by **Docket Status: Transferred [44](#)** (a hyperlink).

Claim No: 7	<i>Creditor Name:</i> BankOne 2 Lynch Lane Miami, FL 33130	<i>Last Date to File Claims:</i> <i>Last Date to File (Govt):</i> <i>Filing Status:</i> <i>Docket Status:</i> Transferred 44 <i>Late:</i> N
<i>Claim Date:</i> 12/18/2004	<i>Amends Claim No:</i> <i>Amended By Claim No:</i>	<i>Duplicates Claim No:</i> <i>Duplicated By Claim No:</i>
Class	Amount Claimed	Amount Allowed
Unsecured	\$5000.00	
Total	\$5000.00	
<i>Description:</i>		
<i>Remarks:</i>		